



OPEN, SPOT EXAMINATION GRADUATE LEGAL ASSISTANT CONTINUOUS FILING

An equal opportunity employer to all regardless of race, color, creed, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

OPEN, SPOT EXAMINATION FOR: LEGISLATIVE COUNSEL BUREAU

HOW TO APPLY: Application forms (Std. 678) and Supplemental Applications are available from, and may be filed in person or by mail with:

LEGISLATIVE COUNSEL BUREAU PERSONNEL OFFICE
925 L Street, Suite 900
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CONTINUOUS FILING INFORMATION—Testing is considered continuous as test dates can be set at any time and eligible lists are merged. **Applications (Std. 678) and Supplemental Applications are mandatory and must be postmarked by the announced cut-off date.** Application packages postmarked or personally delivered after 5:00 p.m. on a cut-off date will be held for the next administration of the examination. Applicants will be notified and tested as needs warrant.

TESTING PERIOD—A candidate may be tested only once during a testing period. The testing period for this examination is **12 months**.

SPECIAL TESTING ARRANGEMENTS—If you have a disability and need special testing arrangements, mark the appropriate box in #2 of the "Application for Examination." You will be contacted to make specific arrangements.

CROSS-FILING INFORMATION—If you meet the entrance requirements for this class and for the class of **Deputy Legislative Counsel** (if scheduled on the same day), you may file for both examinations on a single application.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE: \$3,493 – \$3,834

ELIGIBLE LIST INFORMATION—A departmental open eligible list will be established for the Legislative Counsel Bureau. **The eligible list will be used to fill vacancies in Sacramento only.** Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION—All applicants must meet the education and/or experience requirements for this examination by the announced cut-off date. It is your responsibility to make sure that you meet the education and/or special requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS—**Current eligibility to take the California State Bar examination.** (Persons in their last year of law school may compete in the examination but may not be appointed until they have eligibility to take the California State Bar examination.)

Additional Desirable Qualifications: Experience in legal research and writing and knowledge of the legislative process.

THE POSITION—The Legislative Counsel is the legal counsel to the Legislature and its members and committees. Attorneys in this office provide nonpartisan legal services consisting principally of the drafting of bills, amendments, and other legislative measures, and the rendering of opinions on legal issues to the Members of the Legislature.

A Graduate Legal Assistant, under direction, does the entry-level legal work involved in interpreting and applying laws, rules, and regulations affecting the State of California; preparing and analyzing opinions and legislative measures; and performing legal research.

An incumbent must successfully be admitted to the California State Bar within 12 months of appointment.

Positions exist in Sacramento only.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

GRADUATE LEGAL ASSISTANT

OA60-5797

FINAL FILING DATE: CONTINUOUS

**EXAMINATION INFORMATION
SUPPLEMENTAL APPLICATION – WEIGHTED PASS/FAIL
QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%**

All candidates are required to complete the mandatory application form (Std. 678) and Supplemental Application. The information on the Supplemental Application will be used to assess on a competitive basis each candidate's relevant training and experience. **THE APPLICATION FORM (STD. 678) AND SUPPLEMENTAL APPLICATION ARE MANDATORY. COMPETITORS WHO DO NOT COMPLETE THE APPLICATION FORM (STD. 678) AND SUPPLEMENTAL APPLICATION WILL BE DISQUALIFIED FROM THE EXAMINATION.** In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **THE INTERVIEW IS MANDATORY. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION.**

Scope:

A. Knowledge of:

1. Legal principles and their application.
2. The use of legal reference works and legal terms.

B. Ability to:

1. Reason logically.
2. Analyze situations accurately and adopt an effective course of action.

Career credits will **NOT** be granted in this examination. Application forms (Std. 678) and Supplemental Applications will not be accepted on a promotional basis. Veterans preference credit will be granted. **Candidates eligible to receive veterans preference credit must indicate eligibility for this credit on page 5 of the Application form (Std. 678).**

GENERAL INFORMATION

It is the candidate's responsibility to contact the Legislative Counsel Bureau Personnel Office, (916) 341-8330, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Legislative Counsel Bureau Personnel Office, (916) 341-8330, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department, and the Legislative Counsel Bureau Personnel Office. The application form (Std. 678) is available in several formats on the State Personnel Board's website at: <http://www.spb.ca.gov/jobsrd.cfm>. The Supplemental Application is also available on the SPB website at: <http://jobs.spb.ca.gov/bulletinsrd.cfm>. These applications are also available at the Legislative Counsel Bureau's Personnel Office, (916) 341-8330. The standard State application form (Std. 678) and the Supplemental Application are mandatory for entrance into the examination.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Legislative Counsel Bureau reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of a recognition of training needs; plans for self-development; and the progress made in efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans and widow of veterans; 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from the State Personnel Board office, written test proctors, on the internet, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807. (Disabled veterans are required to establish their eligibility for each entrance examination in which they participate, while nondisabled veterans are required to apply only once.) Veterans preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

California Relay Service: TDD: 1-800-735-2929 Voice: 1-800-735-2922